

TOPIC*	PROCEDURES FOR STUDENTS IN THE CLASSROOM/SCHOOL
I. Use of Room Areas (Elementary) <ul style="list-style-type: none"> A. Students' desks/tables and storage areas B. Learning centers, stations C. Shared materials, bookshelves, drawers D. Teacher's desk and storage area E. Drinking fountains, sink, bathroom, pencil sharpener 	
II. Use of School Areas (Elementary) <ul style="list-style-type: none"> A. Bathrooms, drinking fountain, office, library, tissues, etc. B. Lining up procedures C. Cafeteria or lunchrooms D. Playground or other school grounds 	
III. Beginning School Day or Starting class (Elementary/Secondary) <ul style="list-style-type: none"> A. Attendance, early dismissal students B. Tardiness C. Behavior during PA announcements D. "Warm-ups" – Routines – "Do nows" – "Before-school work" E. Distribution of materials or supplies 	

* Source: Educational Research and Dissemination Program, *Starting Out on the Right Track*, AFT, ©2001

TOPIC	PROCEDURES FOR STUDENTS IN THE CLASSROOM/SCHOOL
<p>IV. General Procedures for Secondary Classrooms</p> <p>A. Beginning the period</p> <ol style="list-style-type: none"> 1. Attendance check 2. Previously absent students 3. Late students 4. Expected student behavior <p>B. Out-of-room policies</p> <p>C. Materials and equipment</p> <ol style="list-style-type: none"> 1. Pencil sharpener 2. Other room equipment 3. Student contact with teacher's desk, storage, other materials <p>D. Movement of student desks</p> <p>E. Ending the period</p>	
<p>V. Instruction, Whole-class Activities, Seatwork</p> <p>A. Teacher-student interaction</p> <p>B. Movement within room</p> <p>C. Cues for student attention</p> <p>D. Obtaining help</p> <p>E. Student talk</p> <p>F. Making assignments</p> <p>G. What to do when seatwork is finished</p> <p>H. Safety precautions</p>	

TOPIC	PROCEDURES FOR STUDENTS IN THE CLASSROOM/SCHOOL
<p>VI. Small Group Activities</p> <ul style="list-style-type: none"> A. Student movement to and from group (e.g., lab stations) B. Expected behavior of students in group C. Expected behavior of students not in group D. Comparison of groups (who belongs) E. Group assignment (lab stations, centers, discussion groups, research groups, peer tutoring, problem solving) 	
<p>VII. Ending School Day or Class</p> <ul style="list-style-type: none"> A. Clean up and putting materials away B. Organizing for different classes C. "Wind-down" routine or activity D. Dismissal 	
<p>VIII. Miscellaneous</p> <ul style="list-style-type: none"> A. Movement outside classroom B. Fire/Disaster drills C. "Housekeeping and student helpers" D. Field trips <ul style="list-style-type: none"> 1. Formation of groups 2. Chaperones 3. Money and travel arrangements 	

TOPIC	PROCEDURES FOR STUDENT ACCOUNTABILITY
<p>I. Assignment Procedures and Work Requirements</p> <p>A. Where and how will assignments be posted?</p> <p>B. Standards for form and neatness?</p> <ol style="list-style-type: none"> 1. Pencil, color of pen 2. Type of paper 3. Erasures 4. Due dates 5. Headings 6. Incomplete work 7. Late work <p>C. Make-up and late work procedures</p> <ol style="list-style-type: none"> 1. Assignment list/folder 2. Time for completion (day[s]) 3. Where to turn in 4. Help for absentees 	
<p>II. Monitoring Progress and Assignments Procedures</p> <p>A. Work in progress</p> <p>B. Record-keeping of student work and grades</p> <p>C. Collecting homework and assignments</p> <p>D. Monitoring long-term projects and assignments</p>	